



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 29  
AGENDA DATE: Thu 03/23/2006  
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**SUBJECT:** Authorize execution of a 12-month supply agreement with **CONTROLL FORMS**, Menomonee Falls, WI, for utility statement forms and bond paper in an amount not to exceed \$58,553, with two 12-month extension options in an amount not to exceed \$58,553 per extension option, for a total agreement amount not to exceed \$175,659.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$29,277 is included in the Fiscal Year 2005-2006 Amended Operating Budget of Austin Energy. Funding for the remaining six months of the original contract period and the extension options is contingent upon available funding in future budgets.

**FISCAL NOTE:** There is no unanticipated fiscal impact. A fiscal note is not required.

**REQUESTING** Purchasing **DIRECTOR'S**  
**DEPARTMENT:**for Austin Energy; **AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Sydney Ceder, Buyer II/974-2035

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Lowest bid of four bids received.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified, therefore, no goals were established for the solicitation.

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This contract is for utility statement forms, preprinted with heading information, to be used for the City's monthly residential and commercial utility bills; and for non-printed, perforated bond paper to be used for termination notices, bill reprints and deposit receipts. The utility statement forms will be used for the billing of utilities and services provided by Austin Energy, Austin Water Utility, Solid Waste Services, Drainage and the Transportation User Fee (TUF).

Controll Forms will print the City's artwork on the forms and ship approximately 1.3 million forms every four months to Alliance Data Mail Services, the City's current utility bill processing contractor. Alliance Data Mail Services, prints and mails itemized statements to all residential and commercial customers.

On January 11, 1990, Council approved a resolution known as the Comprehensive Recycling Resolution, which set goals for the purchase of recycled paper for City of Austin use. The resolution allows the City to use recycled paper if the cost is within 10% of the cost of virgin paper. This contract will not include recycled paper because the bid for recycled paper exceeds 10% of the cost of buying virgin paper products.

MBE/WBE Solicited: 2/5

MBE/WBE Bid: 0/0



**BID TABULATION**

**IFB #SC06300001**

**Pre-printed Utility Statements and  
Non-printed Perforated Bond Paper**

<b><u>Vendor</u></b>	<b><u>Virgin Paper</u></b>	<b><u>Recycled Paper</u></b>
<b>Controll Forms Menomonee Falls, Wisconsin</b>	<b>\$58,553.28</b>	<b>NB</b>
<b>Holden Graphics Houston, Texas</b>	<b>\$73,950.10</b>	<b>\$76,746.26</b>
<b>Control Printing Group Independence, Missouri</b>	<b>\$87,548.52</b>	<b>NB</b>
<b>The Relizon Company Austin, Texas</b>	<b>\$119,776.42</b>	<b>\$131,754.24</b>

A complete bid tabulation is available in the Purchasing Office.

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Thirty-five notices were sent, including two MBEs and five WBEs. Nineteen solicitations were issued, including no MBEs/WBEs. Four bids were received. Two "No Bids" were received.
- c. The bid pricing offered represents a 23% increase to the last contract awarded in June 2004. This increase is due to higher costs from paper mills associated with the production of paper products and transportation and fuel increases.

**APPROVAL JUSTIFICATION**

- a. Lowest bid.
- b. Austin Energy and the Materials Management Division concur with the recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.